

DECATEGORIZATION PROJECT ANNUAL PROGRESS REPORT

Each Decategorization project is required to prepare an Annual Progress Report, covering activities during the previous state fiscal year, that is to be completed and submitted by December 1.

The Annual Progress Report may be sent electronically or in hard copy form and shall be sent to the following:

- The Department of Human Services Child Welfare Administrator
- The DHS Service Area Manager [SAM] for the decategorization project
- The Chief Juvenile Court Officer[s] –CJCO- involved with the decategorization project
- The Iowa Community Empowerment Board

Required Content For Report:

1. Name of Decategorization project and participating counties
2. Name of person preparing report
3. Summarization of the project's key planning and service development activities during the fiscal year. Efforts to coordinate planning with other planning initiatives should also be described.
4. Description of the project's coordination and collaboration with the DHS SAM and CJCO[s] in planning, data analysis, and service development.
5. Description of the project's progress toward achieving the goals and outcomes described in their annual plan, including any data that supports/documents this progress.
6. Discussion of any lessons learned and project adjustments made during the fiscal year.
7. Summary information for each project receiving decategorization funding during the fiscal year, including at a minimum the following information:
 - Key activities and/or services delivered by the program
 - Information of the impact of and outcomes achieved by the program
 - Decategorization-funded expenditures for the program during the fiscal year
 - Future plans for the program [has it been: funded again this year, discontinued, successful in securing other funding, etc]